



ARC Checklist for Non-Construction Proposals

Project applications should be submitted to the state ARC office. The following checklist provides a guide for the information and sequence of information required for a complete application.

Page #	SECTION 1: PROJECT NARRATIVE
	<p>1) Goals & Strategies</p> <p>a. What is the primary <u>ARC Goal & Objective</u> the project will address? (select <u>one</u>)</p> <p>b. What is the primary ARC <u>State</u> Strategy the project will address? (select <u>one</u>)</p>
	<p>2) Outcomes & Performance Measures</p> <p>a. List and explain the expected, quantifiable <u>outputs and outcomes</u> as defined by <u>ARC's Guidance for Performance Measures</u>. For outcomes related to jobs created, jobs retained, and leveraged private investment (LPI) remember to attach letters documenting private sector commitments.</p> <p>b. Describe <u>other project benefits</u> as appropriate, such as the likely impact on future economic development activity in the area, or anticipated spin-off results.</p>
	<p>3) Purpose: Provide a <u>one-sentence statement</u> describing the primary purpose of the proposed project. What is the proposed activity and what is the ultimate outcome? For example: <i>To help workers obtain advanced manufacturing jobs through training that meets the needs of local employers.</i></p>
	<p>4) Proposal Description</p> <p>a. Provide a detailed work plan including a description of all major <u>project activities</u>, such as: what will be done, who will complete each activity, and a timeline for starting and ending the project.</p> <p>b. Identify the <u>counties</u> for 1) the location where the activity will be based, and 2) the project's entire service area. If the project is not county-wide, identify the <u>census tracts</u>.</p> <p>c. Attach <u>maps</u> as needed to illustrate the project's service area.</p>
	<p>5) Rationale</p> <p>a. Describe the <u>problem or opportunity</u> that the project will address and how these issues impact the community.</p> <p>b. Explain <u>why</u> the proposed activity is the most practical, cost-effective, and beneficial way to achieve the desired results when compared to alternative approaches.</p> <p>c. Provide <u>evidence of the local/regional demand</u> for the proposed project (i.e. letters from key stakeholders, customer data, etc.).</p> <p>d. Describe any <u>partnerships or collaboration</u> with other local community, state, regional, and federal partners in the development of the proposal. In what way does the proposed activity represent progress toward fulfillment of a regional strategy (e.g. Comprehensive Economic Development Strategy (CEDS), local visioning process, etc.)?</p> <p>e. If continuing or expanding an <u>ongoing program</u> (whether or not ARC funded), describe progress and any outcomes to date, as well as progress on expected performance measures and other milestones.</p>
	<p>6) Grantee Capacity and Project Sustainability</p> <p>a. Briefly review the applicant's <u>capacity</u> to undertake the proposed activity by describing previous experience with relevant activities. Describe past experience in managing grants, and applicant's capability for financial management of federal awards.</p> <p>b. Describe the <u>qualifications</u> needed for key individuals who will manage and operate the project. Attach position descriptions or <u>brief</u> resumes.</p> <p>c. Describe proposed <u>qualifications</u> for all consultants and subcontractors, if any, and describe the competitive procedures used to select them.</p> <p>d. Explain how the project will achieve <u>long-term sustainability</u> once ARC support is no longer available, and include a description and timeline of efforts to secure <u>other sources of support</u> for future operations.</p>

Strategy Statement.

ARC Guidance for Performance Measures

Page #	SECTION 2: BUDGET INFORMATION & SUPPORTING MATERIALS											
	<p>1) Detailed budget and budget narrative</p> <p>a. Provide a detailed budget that describes sources and uses of ARC funds and all, non-ARC, matching funds.</p> <p>b. Provide a budget narrative that gives a detailed explanation of expenditures by the line items listed in the SF424A. This will include hourly rates, purpose of travel, supply/equipment lists, and other details as appropriate.</p>											
	<p>2) Funding need and match commitment</p> <p>a. Include letters of commitment for each funding source, citing the specific amount of funds committed.</p> <p>b. Provide descriptions of specific in-kind resources, including the methods used to determine their value.</p>											
	<p>3) Calculations of match: Use the table (<i>right</i>) to verify that the match rate for the counties served is accurate. For multi-county projects with more than one ARC county designation (i.e., distressed, transitional, at-risk, competitive, etc.), contact the state ARC Program Manager to confirm the project meets ARC match requirements, and show calculations for multi-county match rates.</p>	<table border="1"> <thead> <tr> <th>Project Location</th> <th>ARC/Applicant Match Rate</th> </tr> </thead> <tbody> <tr> <td>Distressed County</td> <td>80/20</td> </tr> <tr> <td>At-Risk County</td> <td>70/30</td> </tr> <tr> <td>Transitional County</td> <td>50/50</td> </tr> <tr> <td>Competitive County</td> <td>30/70</td> </tr> </tbody> </table>	Project Location	ARC/Applicant Match Rate	Distressed County	80/20	At-Risk County	70/30	Transitional County	50/50	Competitive County	30/70
Project Location	ARC/Applicant Match Rate											
Distressed County	80/20											
At-Risk County	70/30											
Transitional County	50/50											
Competitive County	30/70											
	<p>4) Additional Documentation: Enclose pertinent supporting materials that will lead to a better understanding of the proposed project. For example, relevant links to your website. Please <u>do not</u> include form letters or financial audits.</p>											

APPLICATION FORMS – PLEASE ATTACH THESE FORMS TO THE FRONT OF APPLICATION PACKET
<p>1) Application forms</p> <p>a. Federal Standard Form 424 (SF 424): Including ARC funds and all matching funds</p> <p>b. Federal Standard Form 424A: Budget Information</p> <p>c. Federal Standard Form 424B: Non-Construction Assurances</p> <p>d. ARC Memorandum of Understanding</p> <p>2) Executive Summary: Provide an executive summary of the project's goals, purpose, performance measures, key activities, and rationale (2 pages max).</p>

FORMAT INSTRUCTIONS
Use numbered sections as section headings for narrative. Suggested length is 5-8 pages; please number pages.
ADDITIONAL GUIDANCE
See: ARC Project Guidelines , ARC Grant Administration Manual , and ARC Guidance for Performance Measures at http://www.arc.gov/forms .